## COUNTY OF MILWAUKEE Department of Human Resources

INTER-OFFICE COMMUNICATION

DATE

February 21,2012

To

FROM

Kerry Mitchell, ExDir3-Department of Human Resources

Creation Recommended by Finance

SUBJECT:

A review of the duties to be assigned to the new position requested by the Department of Health and Human Services has resulted in the following recommendation:

| Org. | Title | No. Of    | Recommended                  | Pay   | Min/Max of Pay      |
|------|-------|-----------|------------------------------|-------|---------------------|
| Unit | Code  | Positions | Title                        | Range | Range               |
| 6300 | TBD   | 1         | Community Service<br>Manager | 27M   | \$51,987 - \$60,232 |

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| Unit | Code  | Positions | Title                              | Range | Range               |
| 6300 | 00079 | 1         | Administrative Specialist<br>MH NR | 7PM   | \$37,041 - \$47,499 |